

I Want to Get My UI Rate or Update Account Information

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.

This tutorial will show you how to retrieve your Unemployment Insurance (UI) tax rate and update your account information.

The screenshot shows the 'e-Services for Business' website. The top navigation bar includes links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. Below this, a 'Main' section contains a 'Login' area for 'John Q. Public', an 'Alerts' section showing a 'Pay outstanding balance: \$100.00', and an 'I Want To' section with links like 'Register a New Account', 'Add Access to Another Account', 'Upload a Bulk Payment File', 'Upload a Bulk Return File', 'Make Multiple Payments', and 'Manage Payment Sources'. The 'Accounts' section is active, showing a table with two rows of 'Employment Tax' accounts, each with a balance of '\$100.00'. A red box highlights the 'Employment Tax' text in the first row, with a callout bubble saying 'Select "Employment Tax"'. The table has columns for 'Account', 'Balance', and 'Business'.

Account	Balance
Employment Tax	\$100.00
Employment Tax	\$100.00

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We will begin at the e-Services for Business home page. From here you will select the "Employment Tax" link.

The screenshot shows the EDD e-Services for Business account page. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes navigation links: e-Services FAQs, e-Services Tutorials, Contact Payroll Taxes, and Employer Services Online. The user is logged in as John Q Public. The account details section shows the account name JOHN Q PUBLIC, the account number XXXX-XXXXXX, and the balance of \$100.00. The 'I Want To' menu is expanded, showing links: Make a Payment, File or Adjust a Return or Wage Report, View My Payments, Update Account Information, Close Account, and Get My UI Rate. A red box highlights the 'Get My UI Rate' link with the text 'Select "Get My UI Rate"'. Below the account details, there is a table with columns: Period, Balance, Return Status, and Message. The table shows two periods: 31-Mar-2018 with a balance of \$0.00 and 31-Dec-2017 with a balance of \$100.00. The 31-Dec-2017 row has a 'Make Payment' link.

Period	Balance	Return Status	Message
31-Mar-2018	\$0.00	Multiple Returns	
31-Dec-2017	\$100.00	Multiple Returns	Make Payment

Slide notes

Now we are at the Account home page. To get your UI Rate, select the "Get My UI Rate" link under the "I Want To" menu.

EDD e-Services for Business

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e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Main Welcome, John Q Public Settings Log Out

Main > Account: XXX-XXXX-X > My UI Rate

Tax Rates for Previous Three Years

Account ID	From	To	UI Rate	ETT Rate
XXX-XXXX-X	01-Jan-2018	31-Dec-2018	3.40 %	0.10 %
XXX-XXXX-X	01-Jan-2017	31-Dec-2017	3.40 %	0.10 %
XXX-XXXX-X	01-Oct-2016	31-Dec-2016	3.40 %	0.10 %

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This screen shows you your current tax rate and the tax rate from the last two years.

When you are done viewing your tax rates, you can select the “Main” link to go back to the e-Services for Business home page or the “Account ID” link to go back to the Account home page.

The screenshot shows the EDD e-Services for Business website. The browser address bar displays "https://eddservices.edd.ca.gov". The navigation bar includes links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The user is logged in as "John Q Public".

The main content area shows the account information for "JOHN Q PUBLIC" with a balance of \$100.00. A red callout box highlights the "Update Account Information" link in the "I Want To" menu.

Account Information:

- JOHN Q PUBLIC
- XXXX-XXXXXX
- Employment Tax XXX-XXXX-X
- Balance : \$100.00

Account Alerts:

- Pay outstanding balance: \$100.00

I Want To:

- Make a Payment
- File or Adjust a Return or Wage Report
- View My Payments
- Update Account Information
- Close Account
- Get My UI Rate

Periods Table:

Period	Balance	Return Status	Message
31-Mar-2018	\$0.00	Multiple Returns	
31-Dec-2017	\$100.00	Multiple Returns	Make Payment

Slide notes

Now we're going to update the account information. We will begin at the Account home page. Select the "Update Account Information" link under the "I Want To" menu.

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Main Welcome, John Q Public [Log Out](#)

Main > Account: XXX-XXXX-X > Update Account Information

Important: You are currently attempting to update information associated to this account.
If you would like to change the addresses associated to this account, please return to the previous screen, select the "Names and Addresses" tab and select the address that you would like to modify.

1. Update Account Information

Update Account Information

Date of Change: 02-Mar-2018

Reason for Change: **Required** Required

- Required
- Business Entity Change
- Business Name or DBA Change
- FEIN Change
- Legal Business Name Change
- Personal Name Change
- Responsible Parties Change

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This is the Update Account Information page. This page can be used to change the business entity type, business name or DBA, FEIN number, legal business name, a personal name associated with the business, or responsible parties for the business.

For this example, we select "Business Name or DBA Change".

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Home e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Main Welcome, John Q Public Log Out

Main > Account: XXX-XXXX-X > Update Account Information

Important: You are currently attempting to update information associated to this account.
If you would like to change the addresses associated to this account, please return to the previous screen, select the "Names and Addresses" tab and select the address that you would like to modify.

1. Update Account Information

Update Account Information

Date of Change Required Required

Reason for Change Required Required

Cancel < Previous Next >

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First, enter the date of the change.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page is titled "e-Services for Business" and includes a navigation bar with links to "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". A "Main" menu is also visible. The user is logged in as "John Q Public".

The main content area displays a message: "Important: You are currently attempting to update information associated to this account. If you would like to change the addresses associated to this account, please return to the previous screen, select the 'Names and Addresses' tab and select the address that you would like to modify."

The "1. Update Account Information" section is active. The "Update Account Information" form is shown with the following fields:

- Date of Change: Required
- Reason for Change: Required

The "Reason for Change" dropdown menu is open, showing the following options:

- Required
- Business Entity Change
- Business Name or DBA Change** (highlighted in red)
- FEIN Change
- Legal Business Name Change
- Personal Name Change
- Responsible Parties Change

The form includes a "Cancel" button, a "Previous" button, and a "Next" button. The footer contains links to "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", along with the copyright notice "Copyright © 2018 State of California".

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Then select "Business Name or DBA Change."

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Main

Welcome, John Q Public Log Out

Main > Account: XXX-XXXX-X > Update Account Information

Important: You are currently attempting to update information associated to this account.
If you would like to change the addresses associated to this account, please return to the previous screen, select the "Names and Addresses" tab and select the address that you would like to modify.

1. Update Account Information

Update Account Information

Date of Change 02-Mar-2018

Reason for Change Business Name or DBA Change

Reason Explanation NEW BUSINESS NAME

Cancel Previous Next

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Next, enter the reason for requesting the name change. When you have completed the required fields, select "Next."

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Main Welcome, John Q Public [Log Out](#)

Main > Account: XXX-XXXX-X > Update Account Information

Important: You are currently attempting to update information associated to this account.
If you would like to change the addresses associated to this account, please return to the previous screen, select the "Names and Addresses" tab and select the address that you would like to modify.

1. Update Account Information 2. Update Name Information

Update Name Information

Legal Name BUSINESS 2

DBA Name NEW BUSINESS NAME

Select "Next"

Cancel [< Previous](#) [Next >](#)

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Enter your new legal name. If the legal name has not changed, enter the existing legal name. Enter your new DBA name. When you have completed the required fields, select "Next."

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Main

Welcome, John Q Public Log Out

Main > Account: XXX-XXXX-X > Update Account Information

Important: You are currently attempting to update information associated to this account.
If you would like to change the addresses associated to this account, please return to the previous screen, select the "Names and Addresses" tab and select the address that you would like to modify.

1. Update Account Information 2. Update Name Information 3. Update Address Information

Update Address Information

Country USA

Street *Required* Required

Street 2 Ex: PMB 24

Unit Type Ex: Suite

Unit Ex: 227

City *Required* Required

State CALIFORNIA

Zip/Postal Code *Required* Required

Cancel Previous Next

Select "Next"

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This page is for you to provide the EDD with your current location address. Once you've completed the required fields, select "Next" to continue.

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Main Welcome, John Q Public [Log Out](#)

Main > Account: XXX-XXXX-X > Update Account Information

Important: You are currently attempting to update information associated to this account.
If you would like to change the addresses associated to this account, please return to the previous screen, select the "Names and Addresses" tab and select the address that you would like to modify.

1. Update Account Information 2. Update Name Information 3. Update Address Information 4. Update Mailing Address Information

Update Mailing Address Information

Is your mailing address the same as your location address?

☒ Yes ☐ No

Select "Submit"

[Cancel](#) [Previous](#) [Submit](#)

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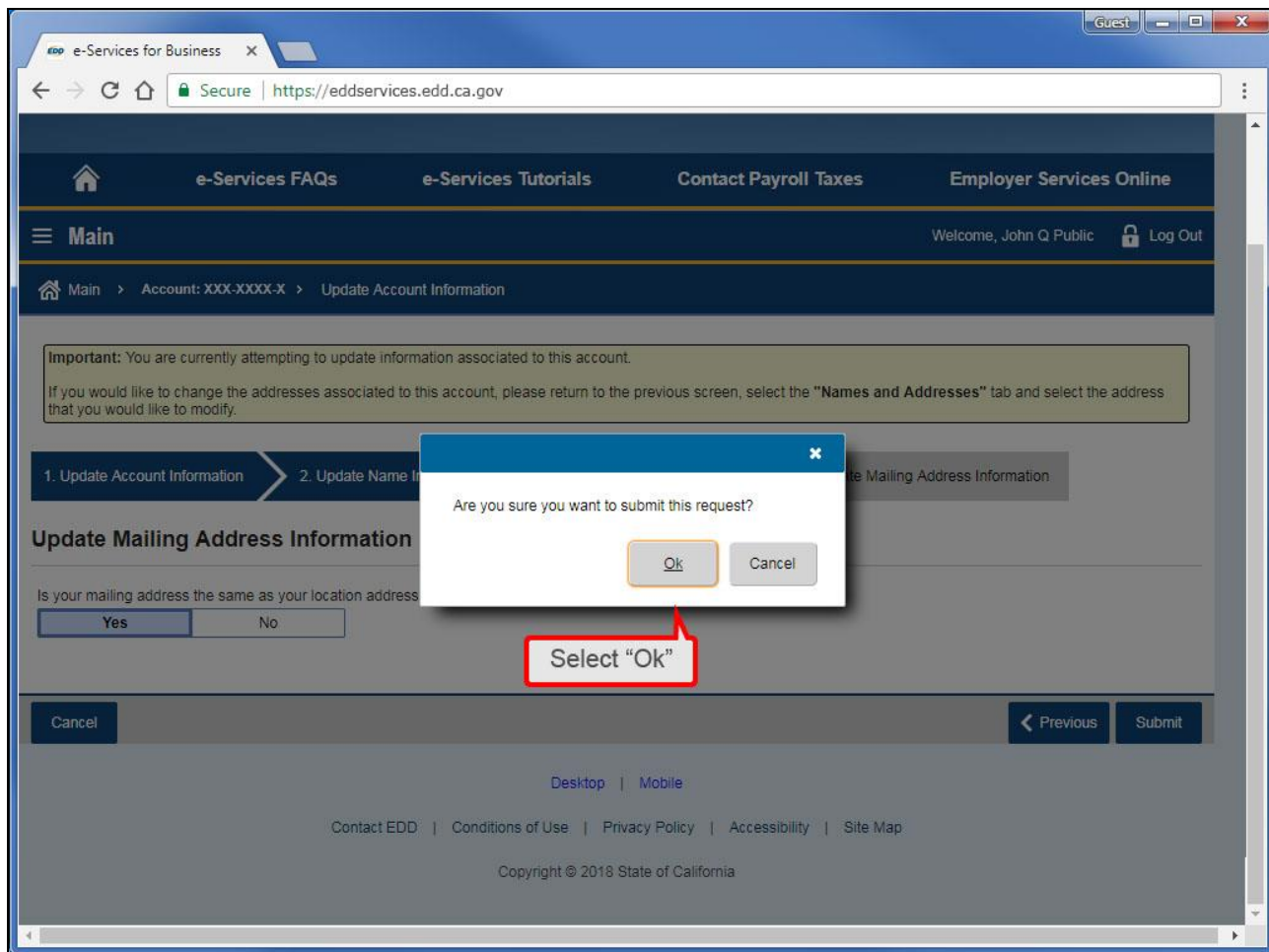
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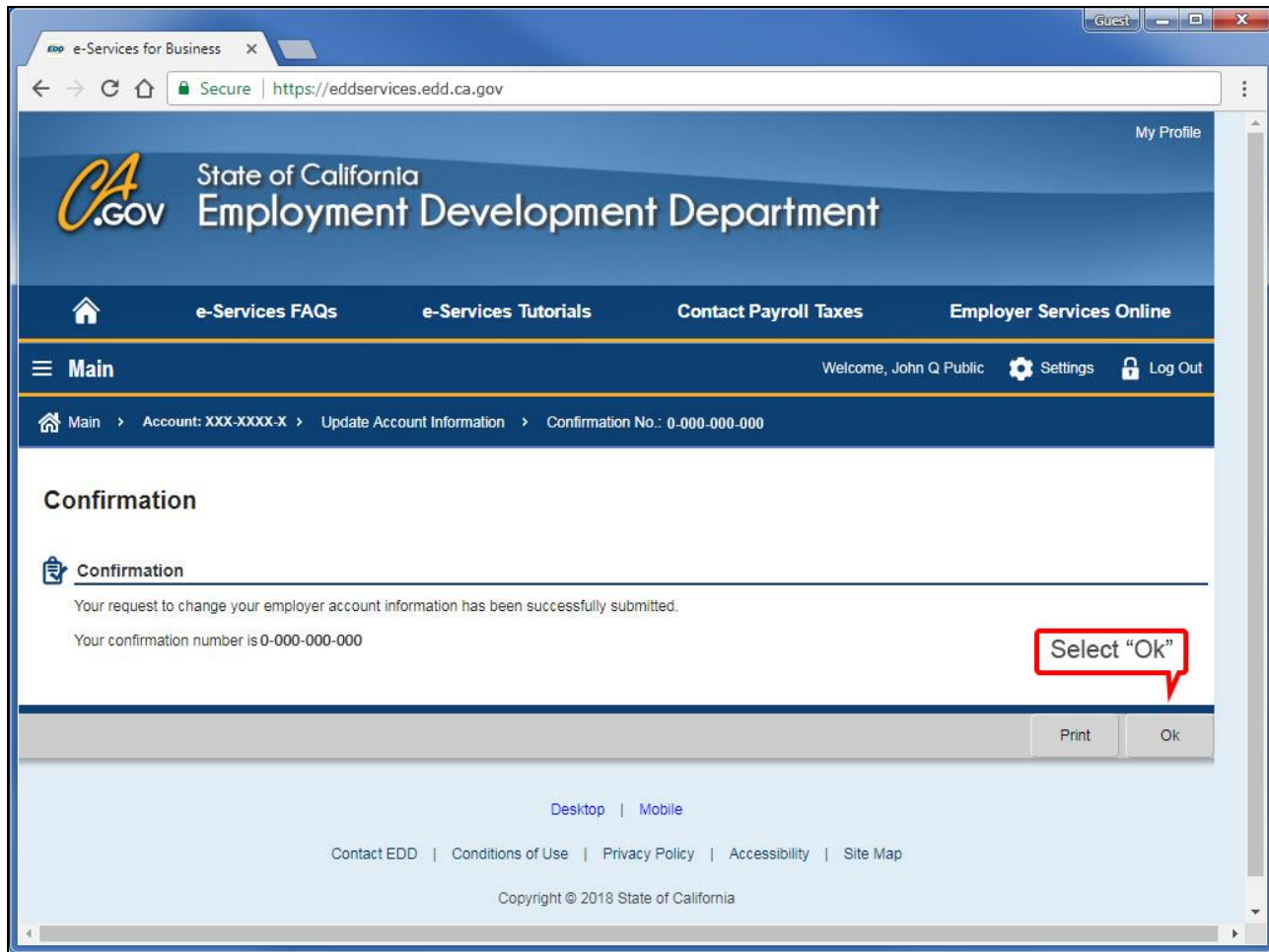
Choose "Yes" or "No" to verify that your mailing address is the same as your location address.

For this tutorial, we are going to leave the choice marked, "Yes." Select "Submit" to submit your request to update account information.



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Are you sure you want to submit this request? Select "Ok" to continue.



Slide notes

This is the confirmation page telling you that your request to change the employer account information has been submitted. Select "Ok" to return to the Account home page.

Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to get your UI rate and submit a request to update your account information.

Be sure to view our other tutorials demonstrating how to file a tax return, make a payment, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.